



Occupational Safety & Health Administrator

Details

Job ID : 340

Title : Occupational Safety & Health Administrator

Job Code : 916

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR MAKING SURE ALL COURT OCCUPIED BUILDINGS ARE COMPLIANT TO OSHA AND ADA, AND KNOWN ENVIRONMENTAL STANDARDS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- CONSTRUCTION AND WORKPLACE SAFETY STANDARDS
- OSHA CERTIFIED TRAINING AND CERTIFICATION

Job Skills/Abilities

- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

Job Duties

- INSPECTS, REVIEWS, AND REPORTS ON OSHA, ADA, AND ENVIRONMENTAL ISSUES
- RECOMMENDS CORRECTION ACTION FOR COMPLIANCE ISSUES
- ASSISTS COURT OFFICIALS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS IN RESOLVING ISSUES
- PROVIDES OVERSIGHT ON NEW CONSTRUCTION AND RENOVATION PROJECTS AS NEEDED
- OTHER DUTIES AS ASSIGNED